

BOARD OF SELECTMEN

**February 9, 2010
Minutes**

The Board of Selectmen met on Tuesday, February 9, 2010 in the Town Hall Clark Room. Those present were Selectmen Timothy F. Hult, John D. Williams, William R. Tice, Jr., Douglas A. G. Stevenson, and Peter Scavongelli. Town Administrator Timothy D. Goddard was also present.

The meeting was called to order at 7:00 p.m.

Town Administrator Report

Mr. Goddard spoke to the Board about legal counsel for the cable license renewal process. He said the Town Accountant has suggested using the legal account for these fees. On a motion made by Mr. Tice and seconded by Mr. Williams, it was unanimously **VOTED** to retain the legal /consulting services of Attorney William Solomon for the purpose of the cable television licensing renewal process for an amount not to exceed \$11,100.

Mr. Goddard said for information purposes, he had included in the Selectmen's packets documents relative to Open Meeting Law, which will take effect July 1, 2010. He explained briefly the statutory 48 hour minimum requirement for notice of a public meeting. He said this means that Saturdays will no longer count as part of the 48 hours. Also, he said the meeting postings must be visible to the public at all times and all hours. This means even when the building is not open. There was a brief discussion on how this could work. It was suggested placing the notice board at a window.

Mr. Goddard said the Board is in receipt of a letter from a resident on Prospect Street. The resident stated there is excessive traffic on this street due to a GPS database error that shows Prospect Street as a connecting street rather than a cul-de-sac. Mr. Goddard said he has spoken with the Police Chief about this issue and he has confirmed that the signage on Prospect Street is appropriate however he will work with the residents and the GPS provider to try and correct the problem.

Mr. Goddard said at the Boards December 22, 2009 meeting, two requests for fee waivers from NOAH regarding the Benfield Farms Comprehensive Permit project were considered. He said he conferred with the Conservation Commission relative to these fees, which provide funding for staff positions. The Conservation Commission has informally said that they are not inclined to recommend a waiver of the \$800 fee. Mr. Goddard said there is also a waiver request from NOAH with respect to the Zoning Board of Appeals Comprehensive Permit Fee of \$4,600. He said in speaking with Zoning Board of Appeals Chair Ed Rolfe, it was noted that this is a lower tier fee to NOAH. Mr. Williams said the intention of the ZBA is to treat Benfield as if it was a LIP. He said there is \$10,000.00 in the Benfield account for the Selectmen to use for the Benfield project. Mr. Hult asked the Town Administrator to make sure the CPA funds that have been allocated to the Benfield project have been appropriately allocated to these two fees. This matter will be addressed again at the next meeting.

Mr. Goddard said Boy Scout Troop 135 is asking permission to hold a Fertilizer Sale at the Transfer Station on February 27th and March 6th. He said the DPW Superintendent has been made aware of this request and has no objections. On a motion made by Mr. Stevenson and seconded by Mr. Tice, it was unanimously

VOTED to grant permission to Troop 135 to conduct fundraising activities at the Transfer Station on the dates of February 27th and March 6th.

Mr. Goddard said there has been a request from Police Chief John Sullivan and Fire Chief David Flannery to transfer the ownership of the 1997 Mercury from the Police Department to the care and custody of the Fire Department. On a motion made by Mr. Williams and seconded by Mr. Stevenson it was unanimously **VOTED** to convey the 1997 Mercury Marquis from the Police Department to the care of the Fire Department for use as it deems fit.

Regional ALS Service Discussion

Fire Chief David Flannery was present for this discussion. As discussed at previous meetings, Chief Flannery said Emerson Hospital is ending their interim ambulance services. He said he has been meeting with the communities who would sub-contract with a private vendor. The Chief said he has been meeting with Chiefs and Town Administrators from the communities to work out the details and, he added, what it does require is to work out a fee structure for each community with this program until September.

Chief Flannery presented a chart, which he referred to as the MCR or the Medicare Rates. He explained the fees in the charts and how the figures were calculated for Medicaid. He said Medicare Plus 200% is the rate that will make this program work in the short term and the long term as well. He asked the Board to adopt the fee schedule that he proposed. He also asked that the Board omit one clause which referred to the BLS billing (#7) in the Addendum. Mr. Hult expressed concern that if this clause was omitted from the agreement, the agreement would be void. Mr. Williams asked about pro-em bills, and how the private insurance company of the patient was billed. Chief Flannery explained that the Town bills Medicare and Medicaid, through pro-em. Mr. Hult encouraged Chief Flannery to evaluate this plan halfway through to see how it was really working. On a motion made by Mr. Tice and seconded by Mr. Williams, it was unanimously **VOTED** to adopt the proposed Medicare base rate plus 200% shown in the dollar amounts indicated in the Memo[*in front of us*] dated February 8, 2010.

On a motion made by Mr. Williams and seconded by Mr. Tice it was unanimously **VOTED** to adopt the Addendum With the Central Middlesex Emergency Medical Services Collaborative (CMEMSC) Member Communities and Emerson Hospital (EH) Advanced Life Support (ALS) Agreement as amended February 4, 2010, with the exception of *in item #7 eliminating the words 'all BLS transports'*.

Joint Selectmen/School Committee Appointment

Of School Committee member

School Committee members Bill Fink, Louis Salemy and Dale Ryder were present for this discussion. Mr. Fink opened the School Committee meeting. Mr. Hult said the purpose for this discussion was to appoint a member to fill the vacant position on the School Committee left by resigning member Wendall Sykes. He said interviews of four candidates, Mary Storrs, Don Rober, Patricia Hartigan and Josh Kablotsky were held on January 28th. Mr. Hult said tonight the School Committee and the Board of Selectmen would vote on which candidate will carry out the remaining unfulfilled term. He passed out papers for a ballot vote to be taken by the Selectmen and School Committee members. The votes were counted and Mary Storrs was chosen as the new School Committee member.

Mr. Hult thanked the other candidates for their participation in this process and encouraged them to run for the two vacant positions in May.

School Building Committee – Timing of potential Special Town Meeting/ Special Town Election, Re: Carlisle School Renovation project

School Building Committee Chair Lee Storrs was present for this discussion. He said the School Building Committee met last Thursday and they discussed the possibility of a special Town Meeting. Lee said the OPM and the Committee felt there were significant benefits to holding a Special Town Meeting a month earlier than the Annual Town Meeting. He said the most important thing to consider was timing, which would impact construction and cost implications for the services. He said there was also a discussion on

having enough time to inform the public on the project. Lee said it is important that the Town makes an informed decision. Lee said after this discussion the Committee voted to recommend to the Board of Selectmen to 'call' a Special Town Meeting for the first week in April, that is April 5th. In response to Mr. Hult, Mr. Goddard said the School Auditorium was available on that date and the Moderator was agreeable with that date. Mr. Hult asked what will happen after the Town Meeting. Lee said the project will go out to bid. Lee said it may take until November to prepare a bid document and have it ready to go out. Lee said this is a significant decision for the Town.

On a motion made by Mr. Stevenson and seconded by Mr. Tice, it was unanimously **VOTED** to call a Special Town Meeting for April 5, 2010 at 7:00 p.m. in the Corey Auditorium for the purpose of discussing the question regarding construction of the Carlisle Public School Building and renovation to the existing buildings and in addition call a Special Election on Tuesday, April 13, 2010 to address that same issue.

Lee also spoke about a request for authorization for \$5,400.00 for an addendum to HMFH's contract. He said they have a new model of the campus, including the new building. This amount is an amendment to HMFH's contract. For the overall schematic design, he said \$450,000 was approved at the previous Town Meeting. Lee said to date they have entered into contracts in the amount of \$355,000. This will be an addendum to the contract. Mr. Hult asked if this item could be postponed until the next meeting. Lee said the Building Committee needed the money tonight. On a motion made by Mr. Stevenson and seconded by Mr. Tice, it was unanimously **VOTED** to authorize an amendment to the HMFH contract in an amount not to exceed \$5,400.00 for the additional three dimensional model at the School Building Project site and further authorize the chair to sign on behalf of the Board.

Michael Fitzgerald was present to give an update on the CCHS Facility Plan. He passed forward a pamphlet that explained the progress to date. He said the Master Plan Committee, which consisted of community members was charged with providing the community with options for addressing the needs at CCHS. The Facilities Master Plan Committee consists of 17 persons from various members from both Towns of Carlisle and Concord. They have met over the past several months at which time they have hired architect, Michael Rosenfeld, from Acton. Mr. Rosenfeld has assessed the building and performed extensive evaluation of the project ahead. Mr. Fitzgerald said they have considered the educational specifications as well. Mr. Fitzgerald said they have been exploring seven different design approaches. They have ranged from various degrees of repair, renovation and new construction. He said as they were working on this, they were surprised to hear from MSBA. Mr. Fitzgerald noted that they put in a statement of interest a few years ago and now MSBA has categorized CCHS as a repair/renovation project.

Mr. Fitzgerald said they have requested to place on the Town Meeting warrant an Article for a Feasibility Study. The amount needed for this study is \$1.3million. Mr. Fitzgerald said this study is essential based on their discussions with MSBA. Mr. Stevenson asked about the timeline. That is, how soon would the voters begin funding a project at the High School? Mr. Fitzgerald replied, a year from Town Meeting. In other words one year from now they will be looking for final design funds and construction funds. Mr. Hult asked them to consider establishing an amount for the project.

Structural Financial Planning Committee- Report/Recommendations

Mr. Hult gave the report from the Special Committee for Structural Financial Planning (SCSFP). He said the Committee consisted of the following six members: Town Administrator Tim Goddard, Town Finance Director Larry Barton, Finance Committee member David Model, Planning Board member David Freedman, Selectman John Williams and himself. He said Louis Salemy from the School and John Ballantine also assisted in this process. Mr. Hult said this committee was formed because of the significant short term budget pressures caused by the overall economic climate and the CCHS budget allocation issues, which are about \$600,000 per year for the next three year. Also, the Town is anticipating large capital projects for both the Carlisle Public School and CCHS. He said their objectives were to understand the budget issues over the next three years and recommend short term structural budget actions. Mr. Hult said they also wanted to

update the long term financial model to assess the impact of the Carlisle Public School and the CCHS capital projects. He said they would make recommendations on how to manage the financial impact of these capital projects.

Mr. Hult said they met with each of the departments. After that they focused on ideas that came out of these meetings. They focused on two things; the items the Finance Committee could handle and the items that were more structural in nature. He said there were many ideas, and a strategy was developed to determine possible recommendations.

One of the recommendations was to establish a Fee subcommittee. He spoke about targeting approximately \$75,000 in fee increases for FY11. This included ALS, Regional Transportation Funds, Building Department and potential Transfer Station fees. Another recommendation was to consider regionalization of the Board of Health services and RecCom programs. He said this would generate a minimum of \$40,000 of annual savings. He said the SCSFPC was proposing the establishment of a Regionalization Subcommittee to review the two aforesaid services and determine whether it was feasible to do a regionalization effort.

Mr. Hult then spoke about managing personnel resources. He said the position of the Administrative Coordinator would be eliminated, that is the non-housing role will be eliminated, but the housing aspect would be funded through the CPA.

Mr. Hult said that Town Hall efficiency would be reviewed by the Town Administrator and core requirements would be determined.

He spoke briefly about the combination/restructure of the School Administration positions at the Carlisle Public School.

In regard to DPW services, he said a review of Policy on Non-Town Services and Review of the Policy on Roadway Maintenance would be performed.

Mr. Hult spoke about the restructure of the debt, and in that discussion there was also the consideration of a review of participation in the CPA.

Mr. Hult said it was necessary to resist expansion and growth. That is, adding new functions in departments. He strongly suggested pushing back on new administrative mandates. He said labor negotiations were critical. He said later in this discussion there would be a discussion on a cost of living increase. He said fair and regular increases should occur for all employees, between the School and the Town. Mr. Hult noted that it is necessary to reinvigorate and enhance the Personnel Board.

He then talked about energy expenses. He said the establishment of the Energy Task Force Committee has been a great start. It is with great hope that they will monitor and target the energy utilization.

Another issue is special education. He said it has risen between 7 -10 % per year.

Mr. Hult presented charts and graphs that showed the effect of the CPS Project from 2011 to 2020 relative to the tax burden on a median house.

The next steps, he talked about, and that were already in process, were the school administration, the Debt restructure and the Finance Committee budget review. Mr. Hult said tonight the Board would address the ALS fee, the Fee Subcommittee, the Administrative Coordinator issue and the direction on the non-contractual salaries. He said over the next few meetings the Board would consider the Regionalization Subcommittee, the Town Hall efficiency project, the DPW service policies and CPA participation, Energy Committee direction, and fee direction.

The Board discussed the actions for tonight.

Mr. Stevenson expressed concern over raising building inspection fees. David Model from the Finance Committee spoke briefly about the fee issue.

Mr. Hult said in regard to the Housing Coordinator, the Board of Selectmen had to put in a request to the CPA for funds. On a motion made by Mr. Williams and seconded by Mr. Stevenson it was unanimously **VOTED** to place a CPA request for funding for a Housing Coordinator.

On a motion made by Mr. Williams and seconded by Mr. Tice, it was unanimously **VOTED** to establish a Fee Subcommittee.

On a motion made by Mr. Williams and seconded by Mr. Tice, it was unanimously **VOTED** to establish a Regionalization Subcommittee.

FY11 Budget Discussion

Finance Committee chair David Guarino was present to give a report on the amount of Free Cash that was presently available. He said right now in the guideline budget they will use \$100,000 of Free Cash; \$27,000 for operating and \$79,000.00 for the Stabilization Fund. He said there has been a request for another \$316,000 for restoration of budgets; however this amount may be offset by approximately \$71,000.

David said presently there is approximately \$1.35million in free cash. He said last night at the FinCom meeting the Committee took a straw poll and they decided not to have an override but rather use Free Cash to support the High School. There was a discussion over a 2% wage increase for non-contractual employees which would total approximately \$40,000.00. The Board asked the FinCom to consider including the \$40,000 within a free cash transfer.

Mr. Hult asked the Board if they recommended an increase of 2% for non-contractual employees.

On a motion made by Mr. Stevenson and seconded by Mr. Williams, it was unanimously **VOTED** to recommend an employee non-contractual salary/wage increase of 2% for FY2011 for non-contractual employee.

Peter Burn, chair of the Conservation Commission was present to discuss a budget issue and to ask the Board's help and advice. Peter said the Commission is spending down their revolving accounts at an alarming rate. Peter said he and Sylvia Willard were present this evening to ask for assistance from the General Fund in the amount of approximately \$9,150 for FY11. He said that will leave them with one half of their revolving funds. He pointed out that this problem was the result from slow filings and a miscalculation of how much they would get from fees. Peter said they will have to re-address their fee structure. Sylvia Willard, Conservation Commission Administrator was present and there was a brief discussion over how the fees were determined. In response to Mr. Williams, Peter said he was hopeful that they would be able to rectify this problem with the revolving funds. He said the Board has his assurance that this will not happen again.

Review of Draft of Annual Town Meeting Warrant

Mr. Goddard presented the first draft of the Warrant for the May 10, 2010 Annual Town Meeting. He started with Article 1 which was for the Town Reports. Article 2 was the *Consent Agenda*. This article included Articles 3, 4, 5, 6, and 7. He pointed out that the articles that are in the Consent Agenda are indicated by a double asterisk.

Article 8 is for the 2010 Budget Transfers. Article 9 is for the Operating Budget. Article 10 is for Capital Equipment. It was noted that Article 11 will be removed because it is for the Carlisle Public School Project (now a special Town Meeting). Article 12 is for the Concord-Carlisle High School \$1.3 million Feasibility Study. Article 13 is for the Minuteman Regional High School Feasibility Study. Article 14 and 15 are place holders for capital expenditures (not aware of any at this time). Article 16 is for professional services for the Council on Aging. Mr. Stevenson asked if this was for the Social Worker and it will be reviewed further. Article 17 is for Professional Services for the Planning Board (consulting services). Article 18 is a place holder for the potential reduction of the CPA Surcharge. Article 19 is not necessary, as it is for the adoption of building inspection fees. Article 20 is also not necessary, as it is for the adoption of increased Transfer Station fees. Article 21 is for the Fiscal Year 2011 Reserve for Debt Services – MSBA Transfer. It was noted that this could in the future be a consent agenda item. Article 22 is for the Fiscal Year 2011 Stabilization Account Transfer. Article 23 is the Fiscal Year 2011 Free Cash Transfer to increase the Stabilization Account. Article 24 is the Fiscal Year 2011 Free Cash transfer to support the operating budget. Article 25 is the FY 2011 Ch. 90 Authorization. Articles 26 and 27 are for the Energy Task Force. Mr. Goddard noted that these could be for the Stretch Code and/or capital projects. Article 28 is for CPA Authorization. Article 29 is for the Acceptance of Town Ways, which there is none at this time. Article 30 is for the Acquisition of Easements. Mr. Goddard said there are two remaining easements at Hanover Hill, which need to be accepted. Article 31 is for Zoning Bylaw Amendments. (Draft warrant attached hereto)

Liaison Reports

Mr. Hult gave a brief report from the FinTeam meeting this morning.

In regard the Community Preservation Committee, Mr. Hult spoke about a few requests that have been made to the Committee. He said there has been a request from the Bruce Freeman Rail Trail Committee for an additional \$5,000.00 for design funds.

Appointments

On a motion made by Mr. Williams and seconded by Mr. Tice, it was unanimously **VOTED** to appoint Debra Siriani to the Senior Tax Advisory Committee until June 30, 2010.

Minutes

On a motion made by Mr. Tice and seconded by Mr. Stevenson, it was unanimously **VOTED** to approve the Minutes to the Board of Selectmen meeting of January 26, 2010.

The meeting adjourned at 11:15 p.m.

Respectfully submitted by Margaret M. deMare